

**Waukesha County Communications
Dispatch Operations Commission
Meeting Minutes**

Chair Collin Curtis
Co-Chair Don Wiemer,
Commission Members

Jean Tortomasi, Steve Marks, Daniel Tushaus, Dan Buchholtz, Joe Giver and Robert Rosch.

Meeting Date: 06/08/09 **Time:** 11:00 a.m. **Location:** DPW Meeting Room

Present: Don Wiemer, Richard Tuma, Sherri Stigler, Denise Smith, Steve Marks, Robert Rosch, Collin Curtis, Joe Giver, Matt Fennig, Joe Amodeo, Mike Biagioli, Donn Hoffmann, Jean Tortomasi, Allen Mundt and Matt Jolly.

Absent: Dan Buchholtz and Daniel Tushaus

Meeting called to order by Collin Curtis at 11:00 a.m.

Approval of previous minutes:

Motion to approve May 11, 2009, Minutes with corrections, made by Don Wiemer.
Seconded by Mike Biagioli.
Motion approved unanimously.

WCC Staff Report

Richard said the CAD vendors came in for a mandatory meeting on Friday, June 5. WCC had 12 vendors show up out of the 13 that signed up, and an additional 4 vendors who had not signed up but also attended the meeting. No significant questions were submitted or asked at this meeting. The vendors have 60 days to respond to the RFP. We won't see the actual bid costs until later in the process. The CAD Evaluation Committee will evaluate each response submitted. Next, certain selected vendors will be asked to participate in benchmark testing, which will be attended by the CAD Evaluation Committee. During this testing, each vendor will be asked to demonstrate their system's performance using our own County GIS data. This testing will show us if their system can actually perform the way they claim it can. We'll then narrow the amount of vendors down to three or four, and then do site visits. We expect to receive 12 responses out of the 16 vendors that attended the meeting. The CAD Evaluation Committee will judge the vendors in three areas; response to the RFP, Bench Marking and Site Visit. One of the vendors asked if we would accept a Letters of Credit instead of a Performance Bond, and Cindy Greco was adamant when she said "No."

The CAD Evaluation Committee consists of Cindy Greco, Donn Dittmar, Richard Tuma/ Sherri Stigler, Donn Hoffman/ Matt Jolly, Jean Tortomasi and Chief Charlie Meyers from Brookfield Fire, and we're waiting for someone from Police Protocols to join. The team also has advisors such as Kaye Schwartz Kumbier, Kelly Glenzer, Julie Welsh, Don Bishop, and Becky Reetz.

We hope by December we'll be in contract negotiations.

Technology Committee Report & Recommendations

Mike had nothing to report.

Police Protocols Committee Report & Recommendations

Robert Rosch said that Police Protocols met and discussed caller information, as recommended at the previous DOC meeting. Police Protocols had discussed all three Options of questions to ask callers. A motion was made, with a 4-2 vote, to keep Option 1, meaning dispatchers would continue to collect all personal information, including DOB.

Since that meeting, there have been many discussions. Steve Marks wanted to clarify that at the Police Protocols meeting the Sheriff's Department voted to stay with the current language (Option 1), but after further discussion, they revised their decision to go with Option 2.

Joe Amodeo asked why Police Protocols makes a recommendation and the DOC rules otherwise. Don Wiemer replied that after hearing Steve Marks the 4-2 vote would change to 3-3. One representative who could not be at the last police protocols meeting had stated he would prefer option 2. In addition, the Police and Fire Protocols Committees are advisory and the DOC did consider their recommendation.

Motion to go to Option 2, which is less questioning, but still getting the information from the victims and witnesses made by Collin Curtis.

Seconded by Don Wiemer.

All in favor. Motion passed.

Robert Rosch will appoint someone from Police Protocols to be on the CAD Evaluation Committee.

Fire Protocols Committee Report & Recommendations

Nothing to report.

Agenda items for the next meeting

Report on the CAD System

Sherri will provide an annual report on Time Study and Quality Assurance, which all users will receive.

Motion to adjourn at 11:40 a.m. made by Steve Marks .

Seconded by Don Wiemer.

All in Favor.

The next DOC meeting will be July 13, 2009, at 11:00 a.m., at WCC in the EOC.

Waukesha County Communications

Minutes approved by:

Name: _____

Commission Chair/Co-Chair